Foreign Missionary Manual

OF THE DEPARTMENT OF WOMAN'S WORK BOARD OF MISSIONS METHODIST EPISCO-PAL CHURCH, SOUTH



LAMBUTH BUILDING NASHVILLE, TENN.



Foreign Missionary Manual

OF THE

Department of Woman's Work BOARD OF MISSIONS

Methodist Episcopal Church South

LAMBUTH BUILDING
NASHVILLE, TENNESSEE
1925



INTRODUCTION

This Manual has been prepared by the Woman's Department of the Board of Missions for the guidance of its missionaries and the Secretaries in charge of administrative work. It has been compiled in response to repeated requests for such a statement, but especially in fulfillment of the by-law of the Board of Missions passed in 1924 requiring each department of the Board

to provide such a handbook.

The material in the Manual is not new, except in a very few instances where action covering the case was taken at the last meeting of the Board, but is rather a collaboration of former regulations published in minutes, annual reports, leaflets, by-laws of the Board, and methods of procedure, tested by long years of experience in the offices of the Administrative Secretaries of the Board. Such a volume affords a guide to administrative procedure, and each missionary should, therefore, study it and keep it for reference. Changes will be necessary from time to time, and so revisions are contemplated.

The missionary enterprise is a joint enterprise of Board and missionaries, and the interests of one concern the other. To the preparation of the Manual, therefore, there has been given a great deal of thought and prayer, with the hope that the burden of the missionary enterprise may be placed equally on Board and missionaries. The Manual is not a form of contract, but a guide to action which, it is hoped, will promote efficiency and make for the mutual understanding of our common task. It is with this prayer that this first issue is sent

forth.

Digitized by the Internet Archive in 2018 with funding from Columbia University Libraries

Foreign Missionary Manual

PROVISIONS OF THE CONSTITUTION AND BY-LAWS OF THE BOARD OF MISSIONS BEAR-ING UPON THE ADMINISTRATION OF WOMAN'S WORK

PROVISION is made for the administration of Woman's Work on foreign fields in the following articles from the Discipline of the Church and the by-laws of the Board of Missions:

Discipline, Paragraph 471, Article I

"The missionary operations of the Methodist Episcopal Church, South, formerly administered under the Board of Missions, the Woman's Foreign Missionary Society, and the Woman's Home Mission Society, shall hereafter be administered by a Board of Missions, which shall have charge of all foreign missions of the Church, and of such missions in the home fields as are not provided for by the Annual Conferences. The Board shall carry on its operations under three departments—namely: Foreign Work, Home Work, and Woman's Work."

Discipline, Paragraph 478, Article VIII

"The Department of Woman's Work shall administer the missionary work of the Church in the United States and in foreign fields, primarily for women and children, formerly administered by the Board of Missions, Woman's Work, and the Woman's Missionary Council. This department shall consist of the women members of the Board and the Secretaries of the Department of Woman's Work, who shall constitute a standing committee of the Board. The department shall develop plans and policies to be put into effect through the action of the Board. The department shall conduct its

work in two sections—namely, the Section of Home

Work and the Section of Foreign Work.

"(a) The Section of Foreign Missions, Woman's Work, shall administer the work primarily for women and children in foreign lands, and such other work as shall be hereafter developed under these provisions, the funds appropriated for this work, and shall direct the missionaries of the Board of Missions in foreign fields supported by the Department of Woman's Work, who shall be subject to appointment and general supervision by the bishop in charge. This department may coöperate with other Boards and other Christian agencies in the promotion and administration of coöperative institutions and lines of work on the foreign fields. The work of this section shall be administered by the Foreign Administrative Secretaries of the Board of Missions, Woman's Work."

By-Laws of Board of Missions, Section III, Committee of Woman's Department

"1. The Committee of the Department of Woman's Work shall meet immediately after the adjournment of General Conference and organize by electing a chairman and a secretary; these shall be elected by ballot without nomination and shall continue in office through

the quadrennium.

"2. This committee shall meet immediately preceding the annual session of the Board of Missions. It shall meet at such other times as itself shall determine, provided there shall be at least two meetings during the year. Meetings may be held at the call of the chairman on request of five members. Ten days' notice shall be given for called meetings. A majority of the membership of the committee shall constitute a quorum.

"3. The committee shall consider matters of policy relating to the Home and Foreign Sections of the Woman's Work, giving such careful study to these policies as will enable the department to furnish to the Board such advice and recommendations as may be needed to make the Woman's Work of the Board most effective, it being understood that in the administrative

direction of the office and work of deaconess it shall be a

committee with power.

"4. This committee shall recommend the assignment of fields and the lines of work to be undertaken by the women Administrative Secretaries of the Board.

"5. There shall be a Section Committee on Foreign

Work.

"(1) This committee shall be elected quadrennially by the department. The Chairman of the Department of Woman's Work, the President of the Woman's Missionary Council, and the Administrative Secretaries of Foreign Work shall be members of this committee.

"(2) This committee shall meet in connection with the regular meetings of the Woman's Department and at such other times as the Administrative Secretaries

shall deem necessary.

"(3) This committee shall consider items pertaining to the work of the Foreign Section. It shall study foreign policies, advise with the Administrative Secretaries, and make recommendations to the Department of Woman's Work."

By-Laws of the Board of Missions, Section VIII

"Each department shall prepare a manual for its own guidance and the guidance of its workers, provided said manual shall be in harmony with the Constitution and By-Laws of the Board."

THE AIMS OF MISSIONARY WORK

The supreme objective of missionary work is to bring individuals into fellowship with God through Jesus Christ our Lord, and thus to lay the foundation for the establishment of a Christian social order that his kingdom may come and his will be done on earth as it is in heaven. The aim includes also the establishment and development of the Christian Church in every land which shall be self-supporting and self-propagating. Every form of missionary work would be carried on in such a way as to make the largest possible contribution to these supreme aims.

FORMS OF WORK

The following are the approved forms of organized missionary work for women and girls as carried on by the women of our Church:

Evangelistic Work

While every phase of work in the mission field is expected to make its definite contribution to evangelism, certain types of work are for convenience classified as distinctly evangelistic. There are at least three types of such work that are being carried on by the women missionaries.

1. District evangelistic work involves itineration of a given area for the purpose of developing the work for women and girls in the various Churches and of opening new centers. It embraces the conduct of Bible classes and institutes, the organization and supervision of Women's Missionary Societies, including in many cases the preparation of literature for the same, the promotion of health and child welfare programs, and the supervision of the work of the native Bible women who, with the missionaries, compose the district evangelistic staff. In some cases the district evangelistic worker also supervises the country day schools.

2. City evangelistic work is carried on in connection with large city Churches, definitely Institutional Churches, and in social evangelistic centers for women and girls. This work embraces every form of social evangelistic activity that is approved in our own land. In all evangelistic work, programs of religious education for the development of Christian womanhood are employed. Evangelistic missionaries are constantly seek-

ing to develop Christian workers.

3. There are evangelistic workers who are developing a distinct line of student work, involving the organization of student volunteer bands in schools and colleges, and the conduct of student volunteer conferences.

Educational Work

Educational processes are used in every line of work even in the most distinctly evangelistic programs, but there are certain forms which are preëminently This educational program for women and educational. girls embraces many schools carrying on strictly aca-These schools are of various grades demic work. kindergarten, primary, grammar, high school, and college—the latter being conducted as a rule in union with other women's boards. All our mission schools emphasize English and music. In all fields this academic work is correlated into a system to prevent overlapping and to make for efficiency. There are also provisions in every field for vocational training, such as normal schools or departments for the training of teachers, Bible schools or seminaries or departments for the special training of Christian workers, and in some fields even business schools or departments for the training of Christian business women. The Bible is taught in all mission schools and is a part of the regular course.

Medical Work

Medical work has always been regarded as one of the most Christlike forms of missionary endeavor. is one of the best ways of interpreting the real heart of our gospel. In most mission fields there is a very great call to alleviate human suffering and to help in the training of native Christian doctors and nurses. following are the phases of medical work that are being carried on: The establishment and support of a medical school for women in one field and, in most of the mission fields, the support of nurse-training schools and missionary nurses for the hospitals. In some fields the women are cooperating with the General Department of the Board and with other boards in the support of hospitals. In connection with the social evangelistic centers, dispensaries and baby welfare clinics are conducted, and beginnings are being laid in public health work. In all this a wonderful opportunity is given for evangelistic effort.

Literary Work

More and more it is evident that one of the greatest needs on the mission field is Christian literature. Certain women who have manifested a special ability along literary lines are devoting themselves entirely to this work in three fields. This work embraces the translation of books, especially biographies and children's stories; the writing of books and stories; the creation and publication of children's magazines, tracts, and leaflets for the building up of Christian life; the preparation of yearbooks and literature for the use of Women's Missionary Societies, including the preparation of mission study books.

Associated with the missionaries are native young women who are being trained for leadership in literary work.

Industrial Work

In only one field thus far have we a separate industrial school, but in almost all the fields there are self-help departments in the schools where some form of industrial work is carried on. The attempt is made to relate this work to the need in the homes of the girls. There is an urgent call for the development of this form of missionary service, which requires a very specialized form of training on the part of the missionaries.

Business

On most of the mission fields it is necessary to appoint at least one worker, usually one of experience, who shall serve as treasurer, official correspondent, and business manager. These workers usually live in a port city. They do the banking for the missionaries, keep the financial records, arrange for sailings, and attend to countless other matters. While serving primarily the mission and the missionaries, their appointment is regarded as distinctly missionary.

RELATION OF MISSIONARIES TO THE BOARD OF MISSIONS

Acceptance and Status

When a foreign missionary candidate has been accepted by the Candidates Committee of the Board of

Missions, her official relationship as a missionary of the Board begins. The definite assignment to field is made by the Candidates Committee on the recommendation of the Administrative Secretaries after conference with the missionary. Plans for the use of the time intervening between acceptance and sailing for the field should be made in consultation with the Administrative Secretary in charge of the field to which the missionary is assigned.

Responsibility to the Board

Missionaries are not employees of the Board in the ordinary sense. They are the Board of Missions in action on the foreign fields. In the field and in the homeland, the Board is judged by the work, the spiritual attitude, and the character of its missionaries. Their devotion and efficient service bring honor to our Lord and his cause, as well as to the Board they represent. Mistakes and imprudence reflect on the missionary cause and on the Board. This remains true as long as the missionaries bear relation to the Board and its work, whether on the field or on furlough.

Obligation for Life Service

Missionaries are not required to sign a written contract. There are, however, moral and financial obligations which should be regarded as binding on both parties. While it is the understanding of the Board that missionaries enter upon their work for life, circumstances may arise which would make this impossible. Obligation to the Board should be considered so binding as to delay a resignation for the purpose of marriage until the close of a given term of service. Each time a missionary goes to the field she shall be regarded as going for a specified period of service unless prevented by ill health. A missionary returning home before the completion of her time of service shall bear the expense of travel, except in case of her illness. months' notice shall be given of intention to withdraw from service.

Recall

If a missionary evinces unfitness for the work through inability to acquire the language, failure to adapt herself to conditions on the field, inharmonious relations with her associates, or through any other condition that hinders her largest usefulness, she may be recalled by the Board. In such cases expenses home will be paid by the Board, and a temporary grant will be made, provided that such aid shall cease when the missionary enters remunerative employment, and that in no case shall such aid exceed the regular furlough allowance for six months from the date of her departure from the field.

Resignation

If a resignation is necessary, it should take effect at a furlough period. Missionaries who resign within the first five years for any other cause than ill health shall refund the amount paid for outfit and travel and for missionary training, with a twenty-five per cent deduction for each year of service after the second year. A failure to recognize obligation for service causes dissatisfaction on the part of the supporting constituency.

Obligation for the Use of Time

The time and labor of missionaries should be devoted exclusively to the interests of the Board and the mission with which they are connected. They may not receive compensation other than their missionary allowance for any work unless specifically authorized. Special remuneration for work shall accrue to the treasury of the institution with which the missionary is connected or to the Contingent Fund of the Mission. The work of translating and preparing religious and educational books should not be undertaken by individuals without authorization of the Board, upon the recommendation of the Mission or the missionaries in annual meeting.

SALARY

Amount

Missionaries shall receive \$750 for the first year of service on the field, except in the Japan, Korea, and Siberia Missions, where the salary for the first year shall be \$850. After the first year, the salary of missionaries shall be \$900, except in Japan, Korea, and Siberia, it shall be \$1,000. In all cases furlough salary shall be \$900. In case of appointment to union institutions, salaries shall conform to the regulations of the institutions. The salary of new missionaries shall begin with the date of sailing. All salaries of missionaries shall be paid quarterly in advance.

Perquisites

The Board provides the home or room on the field with heat, light, and heavy furniture, in addition to salary. The missionaries pay their own board and other living expenses.

OUTFITS AND REFITS

Outfits

The Board shall provide a fund for the outfit of each new missionary. The amount allowed to all fields shall be \$250, except that in the case of the Congo Mission and the Siberia Mission the amount shall be \$350. Medical missionaries shall receive the same personal No fixed rule can be outfit as other missionaries. made for medical outfits, since conditions vary in the different missions. Surgical and medical outfits provided by the Board, in case of the retirement of the missionary, shall be turned over to the Mission in accordance with instructions from the Board. allowances shall be available in time to make necessary purchases before sailing and should be invested by each missionary in conformity with instructions from the Administrative Secretary, setting forth the special demands of the field to which she is appointed. It is the policy of the Board to keep missionary homes provided with heavy furniture, so that new missionaries need not take furniture with them to the field.

Refits

After each full term of service, a refit of \$150 shall be granted when the return of the missionary to the field is authorized. Missionaries who have served only a part of a term are not entitled to a refit allowance.

TRAVEL

General Regulations

Traveling expenses to and from the field shall be provided by the Board. The Board will make steamship arrangements to the field, and the missionaries shall make arrangements for their return from the field. Funds for return travel will be sent in advance to the The Board defrays expenses of railroad and steamship travel only by the most direct route and the most economical steamship accommodations consistent with health and comfort. If a missionary prefers to travel on a more expensive scale, the difference should be met personally. Expenses caused by delay en route, unless required by health or otherwise unavoidable, are not to be charged to the Board. Travel expenses cover railroad ticket, Pullman fare, meals, baggage and personal transfer, excess baggage, passport fees and vises, necessary hotel bills, official telegrams, moderate tips on the steamships, and for other necessary service.

Clergy Permits

When a missionary has been accepted by the Board and given a field assignment, the Administrative Secretary will supply her with blanks and certificates with which to make application for clergy permits. In no case should any missionary make application to one of the Clergy Bureaus without having secured first a certificate from the Administrative Secretary which shall identify her as a duly accredited missionary under the Board of Missions, with salary and definite appointment. The Board will furnish the fee for the permits for new missionaries and missionaries on furlough as an item of travel expense.

The Administrative Secretary will send application blanks to the field for the use of missionaries expecting to return to the homeland. These blanks should be filled promptly and returned to the Secretary. In filling out the blanks, the sections for indorsement of railroad agent and clergyman should be left vacant, and the permit should be ordered sent to Nashville, in care of the Administrative Secretary. If the permits are issued by the Clergy Bureaus in time, the Secretary will forward them to the field. Otherwise, they will be sent to the missionary at the port of landing, in care of the steamship company. It is very important, therefore, that the Secretary be notified in advance (by cable if necessary) of the name of the steamer and the approximate date of arrival.

In the event of a missionary's coming home on short notice, the Secretary should be advised by cable of the name of the steamer and port of landing, so that a missionary certificate may be sent in care of the steamship company, by means of which it may be

possible for her to secure clergy rates.

A missionary arriving at port without a clergy permit should inquire at the city steamship office for her mail, in case she should not have received the permit or certificate in the mail delivered on the steamer.

No missionary should purchase at Board expense a railroad ticket at full fare without permission from the Nashville office. By means of such coöperation, a great economy may be effected in furlough travel.

In case a missionary should sever her connection with the Board before the expiration of her clergy permit, she should return it to the Administrative Secretary.

Passports

The regulations regarding passports issued by the United States change frequently; therefore, it would be useless to give instructions in detail. At the present time (1925) passports are required by the government, or are deemed essential by the Board, to all fields in which our Church has work except to Mexico and 1***

Cuba. The Administrative Secretary will give to the missionaries all necessary instructions and send proper forms and credentials for making application for passports. The fee charged by the United States for passports and the cost of passport pictures and consular vises will be considered as items of travel expense. The matter of securing a passport should be taken up with the Secretary not later than six weeks before sailing. A birth certificate is required of each person who makes application for a passport. In order to avoid unnecessary delay, the missionary should secure her birth certificate as soon as possible after she has been accepted by the Board. It is well to have several copies of the birth certificate, or to have a number of certified copies made for future use.

Baggage Allowance

The usual baggage allowance granted by steamship companies is three hundred and fifty pounds. If the order for the steamship ticket is presented when purchasing the railroad ticket to port, the same allowance can usually be secured from the railroad company by missionaries to Oriental fields. Excess baggage not to exceed one hundred pounds will be allowed by the Board as an item of travel expense.

Report of Expenses

Forms for reporting travel expenses are furnished by the Secretary, and report of expenses of both outgoing and incoming trips should be made to the Administrative Secretary immediately upon arrival. Any adjustment of travel balances or deficits will be made when the salary next due shall be payable, unless otherwise designated by the Secretary.

MEDICAL ALLOWANCE

Purpose

It is the desire and purpose of the Board to conserve the health of its missionaries, as far as it is able, by providing healthful living conditions and meeting the expenses o' medical examinations annually.

Medical Fund

An allowance of four per cent of the total salary appropriation of each field is granted as a medical fund for the missionaries of that field to cover the cost of medical examinations, necessary travel for medical care and examinations, and to aid in cases of sickness of missionaries either on the field or on furlough. fund shall be sent quarterly to the treasurer of the field, to be administered according to the policy indorsed by the Board for that Mission, it being understood that in cases of illness of missionaries on furlough amounts granted to them shall be deducted from the quarterly allowance due the field. In the event there is no field treasurer, the amounts granted to missionaries in case of illness shall be sent to them individually. In view of the free treatment received in mission hospitals in various fields and the courtesies extended to missionaries by many of the best surgeons and hospitals in the United States, it is expected that the medical appropriation will be sufficient to meet the needs of all who may have a claim upon it. Dentists' bills and bills for glasses are not chargeable to this fund. Such expenses are met personally by the missionaries.

Medical Examinations

Each missionary is required to have an annual medical examination, the report of which shall be sent to the Administrative Secretary. Missionaries returning on furlough shall bring a physician's report of their physical condition, which shall be accompanied by a translation when written in a foreign language. Upon reaching the homeland, after consultation with the Secretary, missionaries shall be examined by the Medical Examiner of the Board unless determined otherwise.

Fatal Illness

In case of the fatal illness of a missionary, involving unusual expense, a part of the unused salary appropriation may be granted, if circumstances require, to cover medical and funeral expenses. Official certificate of the death of the missionary, prepared by the Consular Service and physician in charge, should be sent to the Administrative Secretary as soon as possible.

LANGUAGE STUDY

Requirements

Ability to speak and to write the native language is, as a rule, essential to effective missionary service. Our Missions are required to provide proper courses in language study and to arrange for examinations periodically, the results of which shall be reported annually by the Language Study Committee to the Administrative Secretary in charge of the work. No exemption from language study and examinations shall be allowed by the Language Study Committee without the consent of the Board. In China, Japan, and Korea interdenominational language schools have been established.

Provisions for Study

New missionaries shall be required to spend the first year on the field in language school, in case there is such a school. Otherwise, they should follow the course in language study prescribed in their respective fields. In case authorization is granted for part-time work the first year, it shall be understood that the full morning hours shall be allowed for language study. In China and Korea one-half time of the second and third years shall be allowed for language study, preferably the morning hours. In Japan, the whole of the second year and half-time of the third year shall be given to language study. Tuition fees during the first three years shall be paid by the Board.

Obligation of the Missionary

Missionaries are required to complete the required courses within the time prescribed by the Mission, unless excused by the Board. In case the Board finds it necessary in an emergency to place such responsibility upon a missionary in her first three years as to interrupt her language study, the time for the completion of the course shall be extended. If a missionary fails to take advantage of the provision for language study or shows marked inability to acquire the language, the Board reserves the right to refuse to return her to the field for a second term of service.

TERM OF SERVICE

In all the fields the first term of service is five years, with the exception of the Congo Mission, where the term of service is three years. In some cases the first term is somewhat longer than five years, due to the new missionaries arriving on the field in the middle of the school year; therefore, in their fifth year it is necessary for them to remain until the regular vacation period. After the first term the period of service is six years in all fields except Brazil, where it is five years, and the Congo Mission, where it is three years.

VACATION

Missionaries shall arrange their work so as to allow one month of vacation during the year, which shall be spent, if possible, away from the mission station. No missionary should leave the field for her vacation without special permission. These regulations apply also to workers under contract for three or five years.

FURLOUGHS AND RESIGNATIONS

Furlough Requirements

Although the appointment of the missionary is to life service, at stated periods she is expected to come home on furlough. Each missionary who intends to remain with the Board shall be granted a furlough year after each regular term of service, unless in case of emergency the Board determines otherwise. Furlough travel to and from the United States will be paid by the Board. It is expected that the furlough will be entered upon just before the heated term or vacation

period in the mission and that the missionary will be back upon the field at the close of the heated term or vacation period the following year.

Purposes of Furlough

The purposes of the furlough year are: Physical reinvigoration, mental upbuilding, spiritual stimulus, renewed contact with the homeland and loved ones, and the cultivation of the constituency at home. Decision as to the use of the furlough period shall be reached through consultation with the Administrative Secretary and shall be based upon medical advice. The first furlough is the most important to the missionary. Having measured her own strength and ability against the needs and opportunities of the field, she is now ready to make a more specialized preparation for her life service.

Furlough Study

When a missionary on furlough is pursuing a course of specialized study approved by the Mission and by the Administrative Secretaries, it is the policy of the Board to provide tuition. It is understood when tuition is granted, it shall be for serious work for credit. It is expected that furloughed missionaries study within the bounds of their own Church unless the type of specialized training required by the Mission should make this impossible. Extension of furlough with salary and tuition may be granted for specialized training at the end of the first term of service if recommended by the Mission and approved by the Board, this to be granted only when the regular furlough period proves inadequate. This provision for extension of furlough for study does not apply after the first furlough.

Extension of Furlough without Salary

Extension of furlough without salary may be granted to missionaries who, for family or other personal reasons, find it necessary to spend longer than the regulation furlough time away from the field.

Resignation at Furlough Periods

If a resignation is necessary, it shall, if possible, take effect at the end of a term of service. Whenever a missionary comes home with no reasonable probability of returning to the field, arrangements should be made as soon as possible with reference to severing official relations with the Board. In case of a resignation at the end of a full term of service, furlough salary will be granted for one or more quarters, based on the number of years the missionary has served. In case of a resignation before the end of the term of service, the missionary shall be entitled to salary only for the length of time she renders actual service.

REPORTS TO THE BOARD

Personal

Each missionary, including contract workers, shall make annual report descriptive of her work. These personal reports should be in the hands of the Administrative Secretary not later than December 31. Missionaries in charge of institutions or lines of work shall report in full the work that falls under their supervision, regardless of the personal reports of other workers.

Financial

All field and station treasurers and missionaries at the head of institutions or in charge of lines of work shall send quarterly and annual reports setting forth in detail an account of all moneys received and expended. The yearly report should show the true balance or deficit and should be accompanied by the auditor's report. All financial reports should be in gold. Annual reports shall be in the hands of the Administrative Secretary not later than February 15.

Statistical

Missionaries in charge of work shall make annual statistical reports, including property valuation, using blank forms furnished by the Board.

REPORTS OF BUDGET SPECIALS

General Statement

Whenever items of the missionary budget, such as missionaries' salaries, scholarships, Bible women, and day schools, are assigned to individuals for support as specials, it is essential that reports be sent at regular intervals through the office of the Administrative Secretary. These reports should be made or arranged for by the heads of institutions or lines of work. However, when a missionary is supported as a special, it shall be her duty to communicate personally with her supporters.

Scholarships

Each scholarship appropriated to a school should be reported quarterly. The principal of the school is primarily responsible for these reports, whether she writes them herself or assigns this duty to some other

member of the faculty.

It is not essential that these reports be long, but they should be as much as two hundred words as a minimum. The reports may contain general statements about the school, but the main emphasis should be placed upon the student. Occasionally, a letter from the student may be substituted for the report. Each report should be written on a separate sheet, preferably on the school letterhead, and should be dated and signed by the missionary. The American name of the special and the name and address of the supporter will be kept in the Nashville office only. Therefore, it is suggested that the report should be addressed "To the Supporter of the Scholarship in (name) School, assigned to (name of student)." Copies of all such reports should be kept on file in the school.

The scholarship reports should be sent promptly each quarter to the Administrative Secretary in Nashville, who will forward them to the supporters. In the event a scholarship student drops out of school, or for any cause ceases to be a beneficiary, a covering letter should be sent to the Secretary, giving the reasons and also the name of the new student selected to fill the vacancy.

Bible Women

Each missionary directing the work of Bible women or other evangelistic workers should make a report

quarterly of the work of each one.

These reports need not be long, but they should not contain less than two hundred words. General statements about the evangelistic work may be included in the reports, but the chief interest should center in the work of the individual Bible women. Occasionally a letter from the Bible woman will be appreciated. Pictures are often helpful. Each report should be written on a separate sheet, preferably official stationery, and should be dated and signed by the missionary. The American name of the special and the names and addresses of the supporters will be kept in the Nashville office only. Therefore, it is suggested that the reports be addressed "To the Supporter of (name) Bible Woman, located (name of station and mission)". Copies of all reports should be kept on file by the missionaries for reference.

The reports of Bible women should be sent promptly each quarter to the Administrative Secretary in Nashville, who will forward them to the supporters. In the event a Bible woman has dropped out for any reason and another woman has been employed in her place, a covering letter should be written to the Secretary giving the facts and also giving the name of the new appointee.

Day Schools

Missionaries who have charge of day schools and kindergartens should make quarterly reports, which can be forwarded to the supporters. These reports should be sent to the Administrative Secretary in Nashville, who will forward them to the interested persons.

RETIREMENT AND RELIEF

Emeritus Missionaries

Whenever a missionary has served not less than thirty years in continuous active service and has reached the

age of sixty-five, she shall be regarded as having fulfilled her obligation for life service and shall become an Emeritus Missionary. She may continue in the service until the furlough nearest her sixty-seventh birthday, provided the Mission and the Board approve, at which time she shall withdraw from the mission field unless exception be made by the Board for one year at a time, on the recommendation of the bishop in charge, the Mission, and the medical examiner. An Emeritus Missionary who remains on the field under these conditions shall be relieved of regular appointment. An Emeritus Missionary, whether at home or on the field, shall receive \$900 a year as salary. An Emeritus Missionary who has been permitted to remain on the field may elect to return to the homeland at any time with her expenses paid by the Board, it being understood that her expenses back to the field will in no case be paid by the Board.

Retired Missionaries

When a missionary who has given twenty years or more of continuous service finds it necessary to retire from the field for health reasons or is retired by the Board, she may be granted an allowance, the amount to be determined by the Retirement Committee of the Woman's Department.

Disabled Missionaries

When a missionary who has given less than twenty years of service becomes disabled, for health reasons, the Board will bear the expense of her travel to the homeland. She may be granted financial aid, with the understanding that her case will be handled on its merits.

Withdrawals for Personal Reasons

When a missionary withdraws for personal reasons at the end of a regular term of service, the Board will pay her travel from the field. Her salary shall cease at the end of the quarter in which she returns. If she should withdraw before the end of a regular term of service, the Board will not be responsible for her travel, and her salary shall cease at the time of her withdrawal from service.

WORKERS UNDER CONTRACT FOR THREE OR FIVE YEARS

How Employed

When there is an emergency on the field, contract workers may be employed for a term of three or five years. An applicant for contract work should apply to the Candidate Secretary or to the Administrative Secretary in charge of the field in which she desires to serve. A personal letter setting forth her reasons for seeking to enter missionary service and giving a sketch of her life, a health report giving the result of an examination by a reputable physician, and testimonials from instructors, principals of schools, pastors, and women prominent in Church and missionary work, should accompany the application. Application and medical blanks will be furnished by the Secretary. Such contract workers are employed only when they have been accepted by the Candidates Committee of the Board.

Appointments

While contract workers are engaged and accepted to meet definite needs in the field, it is with the understanding that they are subject to appointment by the bishop in charge and that their appointments may be changed, should the needs of the work require it.

Status and Obligation

Workers under contract for three or five years shall meet all the requirements for missionaries, except specialized missionary training. They shall be regarded as associate members of the Mission without vote, and they shall bear the same responsibility in the work and to the Board as missionaries. Mistakes and imprudence on the part of contract workers bring reproach on the missionary cause and on the Board of Missions.

Travel and Compensation

The Board shall be responsible for the travel of contract workers to and from the field, but no money for outfit shall be granted. No time or money shall be granted for language study, except in special cases recommended by the Mission. The salary of workers under contract for five years in the first term of service shall be that of a first-year missionary. In case of renewal of contract, it shall be that of a full missionary. In view of the fact that the cost of travel of three-year contract workers is the same as that of five-year workers, while the return in service is less, their salary shall be fifty dollars per year less than that of five-year contract workers.

Medical Allowance

Medical allowance shall be granted to five- and threeyear workers on the regular basis for missionaries while on the field. This responsibility ceases when the worker reaches home, except in extraordinary health conditions, provided the period of responsibility shall in no case be extended more than one year.

Vacations

Contract workers are allowed a month's vacation each year. Vacation or furlough salary is not granted to such workers at the close of their term of service, except in cases where the contract is renewed. They are not entitled to retirement allowance after withdrawing from the work.

Board

Contract workers shall pay for board the same amount as the missionaries.

Cancellation of Contract

In case a contract worker resigns before the completion of her contract, she shall forfeit the right to return travel, and her salary shall cease when her service ceases. The Board reserves the right to cancel contracts in cases of unfitness for the work. In such cases, the Board shall pay the return travel.

Clergy Permits

Workers under contract for five or three years are entitled to the special rates granted to missionaries by transportation companies. (See paragraph on Clergy Permits, under Travel of Missionaries, for instructions.)

WORKERS UNDER CONTRACT FOR ONE YEAR

Qualifications

One-year workers shall not be sent to distant fields and shall be employed in near-by fields only to meet emergencies. Such workers shall be women of approved Christian character and qualified in experience and training to meet the needs of the work. The minimum age for such workers shall be twenty-four years. When in any field a worker is employed locally to meet an emergency, the contract shall be for one year at a time. In such cases, the Board will assume no responsibility for travel.

Status

Workers under contract for one year shall not be regarded as members of the Mission, and their relationship shall be with the heads of the institutions in which they work, whether engaged locally, with approval of the Board, or going out from the United States.

Salary

The salary of such workers shall be \$700 a year. Travel allowance to the field only will be granted.

Clergy Rates

Workers under contract for one year are entitled to clergy rates to the field. They are entitled to clergy rates for the return trip only in case the contract is renewed.

Board

Contract workers shall pay for board the same amount as the missionaries.

ESTIMATES

Method of Preparation

The missionaries in each institution and those associated together in lines of work shall prepare annually the estimates of funds needed for the support of the work for the ensuing year. The estimates should cover everything necessary for the work of the year, including missionaries' salaries, medical fund, furlough travel, language study, travel to meetings, maintenance of institutions and lines of work, insurance, taxes, salaries of workers other than missionaries, scholarships, Christian literature, equipment, repairs, buildings, and other items. In order to secure favorable consideration, the estimates should be accompanied by adequate explanation. In the case of equipment and repairs, definite explanation must be given. All estimates should be approved by the Mission or the missionaries in annual meeting.

Income from Native Sources

The estimates shall be accompanied by an itemized statement of the income on the field from fees of patrons and other sources, which shall be considered by the Estimates Committee as a part of the regular basis of appropriation.

When Due

All estimates should be forwarded to the Administrative Secretary immediately, and should be in her hands not later than the first of February in order to receive consideration by the Estimates Committee of the Council. In case the estimates from any field should fail to reach the office of the Administrative Secretary in time to be considered by the Estimates Committee, the appropriation will be made on the basis of those of the previous year.

APPROPRIATIONS

How Made

The estimates from the fields are first considered by the Committee on Estimates of the Woman's Missionary Council, which prepares them in proper form for presentation to the Council. The Council in annual session considers the estimates and recommends them to the Board of Missions for appropriation. Appropriations made by the Board of Missions in annual session take effect the following January.

Unused Appropriations and Balances

Appropriations shall be diverted from the objects for which appropriated only when approved by the Board. All unused appropriations and balances at the end of the year, including balances from exchange, shall lapse to the treasury of the Board for reappropriation. This applies to excess income from native sources as well as to appropriations. Appropriations for land and buildings may be held over from year to year by action of the Board.

Exchange

All appropriations for salaries and work in the Oriental fields shall be paid on the basis of two for one. When the current rate of exchange falls below the established rate, the Board shall supply the deficit; and when it exceeds the established rate, the surplus shall lapse to the Board for appropriation.

MISSION ORGANIZATION

Organized Missions

In the majority of the mission fields there is some form of organization which has been approved by the Board of Missions upon the recommendation of the missionaries. Whenever such organization exists, each missionary and five- or three-year contract worker is expected to coöperate as far as possible by attendance upon meetings, service on committees, and in other ways in order to make the work effective.

Annual Meetings

In fields where the Mission is not organized, the missionaries shall hold an annual meeting for inspiration and consideration of the needs of the work as a whole. Each missionary worker under contract for five or three years is expected to attend the annual meeting if possible. At this meeting the estimates for the following year shall be prepared and recommendations shall be made to the Board regarding specialized study of missionaries on furlough, the opening of new work, changes of policy, the reappropriation of balances, and other subjects related to the work as a whole. At the annual meeting a treasurer shall be nominated to the Board if there is no treasurer for the field who shall hold the funds appropriated for travel to meetings, medical aid, and other general expenses.

Expense of Meetings

The expense involved in attendance upon annual and committee meetings shall be met by the Board, when included in the estimates from the field. In the Latin-American fields, where the heads of institutions and lines of work are expected to report in person to the Annual Conferences, the expense involved will be paid by the Board, when included in the estimates.

BUSINESS RELATIONS

Official Addresses

The Board of Missions has its headquarters in the Lambuth Building, 706 Church Street, Nashville, Tenn., on the fifth and sixth floors. The post office box is 510. The address of the Woman's Department, Foreign Work, is Room 620, Lambuth Building. The cable address of the Board is "South Nashville." The Mission Code is preferred in sending cable messages.

Personal Business Matters

The Administrative Secretaries are glad to assist the missionaries and other workers in personal business

matters by paying bills, forwarding money, making purchases, paying life insurance premiums, sending cablegrams, and in other ways. The expense involved in such transactions is deducted from their salaries. Form blanks are furnished in duplicate on which the missionary may indicate the transaction desired. Such orders should reach the office in time to be deducted from quarterly drafts, which are mailed to the Orient and Brazil a month in advance of the beginning of the quarter. Except in emergency cases and on special request, payments will be made on the first day of the quarter at which time it is due.

Quarterly Payments

Appropriations for salaries and maintenance shall be sent to the fields quarterly, in advance.

Home Address for Records

Each worker shall furnish the Administrative Secretary the name and street address of her nearest living relative and report promptly any change in these which may occur from time to time.

Certificate of Death

In case of the death of a missionary on the field, a certified statement of the death prepared by the Consular Service and the physician in charge should be sent immediately to the Administrative Secretary to be used if occasion demands.

Personal Funds

No worker should use personal funds in the work as advances or loans or in any other way that would involve the Board.

Government Grants or Subsidies

No worker should accept money or other grants proffered by local government authorities on conditions which might prohibit or hamper the missionary purpose of the Board.

Drafts, Debts, and Loans

No worker shall draw drafts, incur debts, or otherwise commit the Board to the payment of money without authorization of the Board. Balances or funds appropriated to a given work shall not be loaned to other enterprises without the consent of the Board.

New Work

No new work shall be opened without consent of the Board, and no worker shall make any investment or create any liability against the Board without authority. No missionary shall open new work with personal funds.

FINANCIAL APPEALS AND CAMPAIGNS

Public Appeals

No missionary shall appeal to the Church or individuals through public print or otherwise for pecuniary aid in any missionary enterprise without the approval of the Board. All appeals for continuance of specials or for payments of deficits on specials shall be made only through the Administrative Secretary.

Campaigns on the Field

No missionary, or groups of missionaries, shall launch a financial campaign on the field unless the campaign program has been approved by the Board, on the recommendation of the Mission. No missionary shall without authorization solicit or receive funds from native or other sources under conditions which may involve the Board financially or interfere with its administration.

PUBLICITY AGENT

The Need

The present-day opportunity for helping peoples to understand each other and for increasing the interest of the people at the home base in the work of missions is so great that it has become a necessity to have at least one person in each Mission who shall act as publicity agent. She shall be selected annually by the Woman's Department of the Mission or by the missionaries in annual meeting.

Duties

It shall be the duty of the publicity agent to collect fresh news items from the field concerning the work, also significant items regarding events, political and social, as well as distinctly missionary and religious. She shall send all publicity material to the Secretary of the Board of Missions in Charge of Literature for Woman's Work, and shall coöperate with her in securing material such as may be necessary to keep the work of the mission before the Church. Each missionary should consider herself a reporter to supply the publicity agent on her field with important items of news with reference to her work or station.

FOREIGN STUDENTS

Financial Aid

It is the policy of the Board to approve of financial aid for those foreign students only who have completed the highest courses available in mission institutions and who have a sufficient knowledge of English to profit by study in the United States.

Fellowships

Whenever there is an outstanding young woman, with gifts for some special line of work on the field who would profit by specialized training in the United States, the Mission or the missionaries in annual meeting may make recommendation to the Board for a fellowship or other financial aid, if needed. In each case the sanction of the Board should be secured before sending the native student to this country. No missionary, without the consent of the Board, should bring to this country foreign students or protégés if there should be the remotest possibility of their becoming a charge upon the Board or any missionary society, local congregation, Church school, or college.

Students for Whom the Board Has No Financial Responsibility

It is desirable that the Board have contact with foreign students in this country who have been educated in our mission schools, even though it have no financial responsibility for them. Therefore, missionaries should notify the Administrative Secretary of the coming of such students and thus furnish her with the opportunity to extend to them courtesies and to aid in holding them for the Church, or gaining them for Christ.

COÖPERATIVE AND UNION WORK

General Policy

It is the policy of the Board to promote comity, coöperation, and union with other denominations in work on the mission field in all feasible ways. Missionaries are, therefore, authorized to serve on committees planning for coöperative and union work, it being understood that no missionary has the power to commit the Mission or the Board to any coöperative work without its approval.

Service on Union Boards of Control

Missionaries are authorized to serve on Union Boards of Control of institutions in which the Board is officially coöperating, when nominated by the Mission and approved by the Board of Missions.

Status of Workers in Union Institutions

Whenever a Union Institution requests the services of a missionary and the bishop in charge appoints her to that work, she becomes thereby subject to the Board of Control of such institution and receives the salary paid by the same. She shall not, thereby, lose her place as a member of the Mission, and should keep in close touch with it, thus keeping up its interest in the Union Work.

Whenever a young woman who is a member of the Methodist Episcopal Church, South, is accepted for

contract work in a Union Institution on the mission field by a Union Board of Control in America without having been accepted by the Board of Missions of her own Church as a missionary, she does not become thereby a member of the Mission, and is not subject to the appointment of the bishop in charge.

PROPERTY

How Held

The property of the Department of Woman's Work is held in various ways, according to the legal requirements in the different fields. In the beginning, property was bought and held in the name of individual missionaries, bishops, or others interested in the work. In some fields the property is deeded to "The Woman's Missionary Society," "The Woman's Foreign Missionary Society," or "The Woman's Board of Foreign Missions," which are the corporate names used successively by the women's organizations before the Woman's Board was merged into the Board of Missions in 1910. Annual meetings of these corporations are held in order to hold and dispose of such property legally. Where the laws of the country permit a foreign religious corporation to hold property, it is held in the name of "The Board of Missions, Methodist Episcopal Church, South, for the use and benefit of Woman's More recently holding bodies have been organized and incorporated by the Board to meet the legal requirements of the foreign governments, as in Japan, Korea, Mexico, and Brazil. It is the policy of the Board to transfer its property from individuals to the property-holding body in each field. With much patience and at great expense, the legal representatives of the Board in the different fields are working at this tedious process.

Purchase and Improvements

Real estate may be bought or sold by direct order of the Board or the Executive Committee. Plans and specifications for buildings shall be submitted to the Board or to its Executive Committee for approval. Improvements on real estate to cost more than five hundred dollars may be made only with the consent of the Secretaries.

Refunding Bonds

In cases where money is furnished by the Board for the purchase or improvement of property the title to which is not vested in the Board of Missions, a refunding bond shall be required as a guarantee of its proper use and direction, said bond to be approved by the Executive Committee.

Building Committee

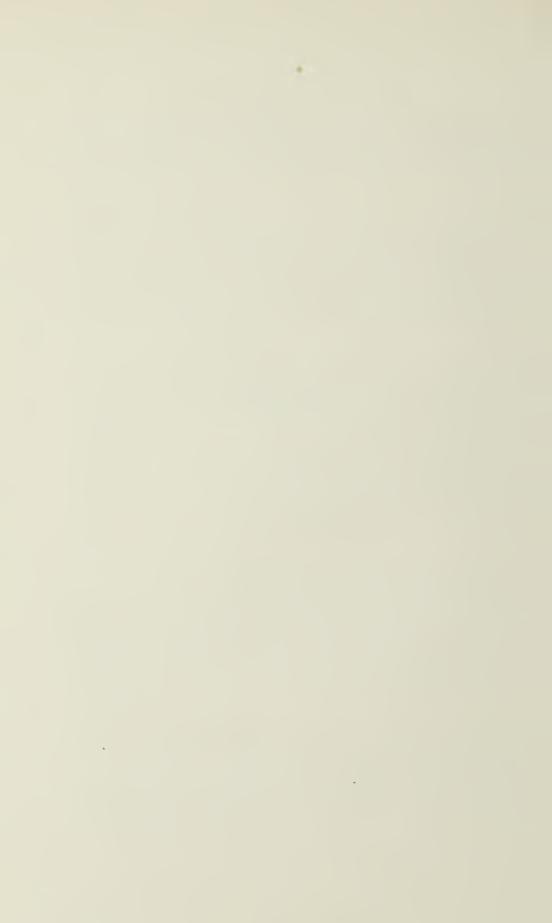
There shall be a Building Committee of not less than three missionaries in each Mission or Mission Conference, whose indorsement shall be secured before recommendation is made to the Board and before money is expended in the purchase or improvement of property, provided that in Mexico the Administrative Secretary, the bishop in charge, and the presiding elder of the district in which the property is located shall be members of this committee.

Building Contracts

All plans for buildings, when recommended by the Building Committee, shall be forwarded with specifications to the Administrative Secretary, for the Board's consideration and approval. All contracts for buildings authorized by the Board shall be let to contract at five per cent less than the total appropriation for this purpose.

Insurance

It is the policy of the Board to insure its buildings and equipment. This item of business is attended to by the Secretary in Nashville, except where special arrangements are made for the insurance to be carried on the field.



	FAGE
Acceptance of Missionaries	10
Addresses, Board of Missions	30
Addresses of Missionaries (Home)	31
Aims of Missionary Work	7
Annual Meetings	30
Appeals for Funds	
Appeals for Funds	$\begin{array}{ccc} \cdot \cdot & 25 \\ \cdot \cdot & 25 \end{array}$
Appropriations	$\frac{29}{29}$
Exchange.	
How made.	
Unused Appropriations and Balances.	$\begin{array}{ccc} \cdot & 29 \\ \cdot & 29 \end{array}$
Baggage Allowance	$\frac{16}{16}$
Balances, Unused	$\begin{array}{ccc} \cdot & 10 \\ \cdot & 29 \end{array}$
Bible Women's Reports	
Board of Contract Workers	26 28
Board of Missionaries	13
Bonds, Refunding	$\begin{array}{ccc} \cdot \cdot & \cdot & 13 \\ \cdot \cdot & 36 \end{array}$
Budget Specials, Reports of	
Dudget Specials, Reports of	. 22-23 36
Building Committee	30 36
Building Contracts	30
Business Missionaries	$\frac{10}{21}$
Business Relations of Missionaries	
Death Certificate	
Debts	
Drafts	32
Government Grants	31
Home Addresses	31
Loans	32
New Work	32
Official Addresses of the Board	30
Personal Business	30
Personal Funds	. 31
Quarterly Payments	31
By-Laws on Woman's Work	. 6-7
Campaigns on the Fields	
Cancellation of Contracts	. 26
Certificate of Death	. 31
Clergy Permits for Contract Workers	. 27
Clergy Permits for Missionaries	.14-15
Committee, Building	. 36
Compensation, Contract Workers	.26 - 27
Contracts, Buildings	. 36
Coöperative and Union Work	. 34
Day Schools, Reports of	. 23

INDEX	40
D 11 C 11C 1	PAGI
Death Certificate	
Debts	
Discipline Paragraphs on Woman's Work	24 5-6
Dustraine raragraphs on woman's work	32 32
Drafts on the Board	
Duties of Publicity Agent	36 3
Educational Work	28
Fatimates	
Estimates	$\frac{26}{28}$
Mothod of propagation	$\frac{28}{28}$
Method of preparation	
When due Evangelistic Work	20
Examinations, Medical	17
Exchange Expenses of Annual Meetings	
Expenses of Travel, Reports of	16
Expenses of Travel, Reports of	$\frac{16}{17}$
Fatal Illness	33
Financial Aid for Funlanch Students	$\frac{33}{20}$
Financial Aid for Furlough Study	
Financial Appeals	
Financial Campaigns	
Financial Reports	
Foreign Students	
Financial aid	
Fellowships Students who do not receive financial aid	
Forms of Work8	
	-9-10 10
Business	8
Educational	8
EvangelisticIndustrial	10
	9
Literary	9
Medical. Furloughs	
Extension of	$\frac{20-21}{20}$
	$\frac{20}{20}$
Purposes	19
Requirement	21
Resignation on furlough	$\frac{21}{20}$
Government Grants	$\frac{20}{31}$
Holding of Property	$\frac{31}{35}$
Holding of Property	31
How Property Is Held.	$\frac{31}{35}$
Improvement of Property	35
Income from Native Sources	
Industrial Worls	10
Industrial Work	$\frac{10}{36}$
Insurance	3 b
Introduction	
Obligation for	.0-19 18
Obligation for a constant and a cons	1.0

INDEX	41
	PAGE
Language Study: Provision for	18
Requirement	18
Life Service, Obligation for	11
Literary Work	9
Loans	32
Medical Allowance for Contract Workers	26
Medical Allowance for Missionaries	
Medical Examinations	17
Medical Work	9
Meetings, Annual	30
Meetings, Expenses of	30
Method of Preparing Estimates	28
Missionaries	10
Acceptance	10
Board	13
Fatal illness	17
Furloughs	19
Language study	18
Medical allowance	17
Medical examinations	17
Obligation for life service	11
Obligation for use of time	12
Outfits	13
Perquisites	13
Recall	12
Refits	14
Relation to Board of Missions	10
Reports	21
Resignation	19
Resignation	11
Retirement and relief	23
Salary	13
Status	10
Term of service	19
Travel	14
Vacation	19
Mission Organization	29-30
Annual meeting	30
Expense of meetings	30
Organized missions	29
Need of Publicity Agent	32
	32
New Work	25
Obligation of Missionaries	18
Obligation for Service	11
Obligation for Use of Time	$\overline{12}$
Official Addresses of Board of Missions	30
Organized Missions	29
Outfits	$\overline{13}$
Passports	15
Payments, Quarterly	31

Permits, Clergy14-10
Perquisites
Personal Business Matters30-33
Personal Funds
Personal Reports
Policy for Union Work
Preparation of Estimates
Property35-36
Building Committee 36
Building contracts 36
How held 38
Improvement of
Insurance
Purchase of
Refunding bonds
Provision of Constitution and By-Laws. 5-6-7
By-laws of Board of Missions
Disciplinary paragraphs
Provisions for Language Study
Public Appeals
Publicity Agent.
Purchase of Property
Purpose of Furlough
Purpose of Medical Allowance
Qualifications of One-Year Contract Workers
Quarterly Payments
Quarterly Reports
Recall
Refunding Bonds
Relation of Missionaries to the Board
Acceptance
Obligation for life service
Recall
Resignations
Responsibility
Responsibility. 11 Status. 10
Responsibility. 11 Status. 10 Use of time. 12
Responsibility 11 Status 16 Use of time 12 Reports 21-22-28
Responsibility 11 Status 16 Use of time 12 Reports 21-22-28
Responsibility 11 Status 16 Use of time 12 Reports 21-22-23 Resignations .12, 21 Responsibility of Missionaries to the Board 11
Responsibility 11 Status 16 Use of time 15 Reports 21-22-25 Resignations 12, 21 Responsibility of Missionaries to the Board 11 Retirement and Relief 23-24
Responsibility 11 Status 16 Use of time 15 Reports 21-22-25 Resignations 12, 21 Responsibility of Missionaries to the Board 11 Retirement and Relief 23-24
Responsibility. 11 Status. 10 Use of time. 12 Reports. 21-22-23 Resignations. 12, 21 Responsibility of Missionaries to the Board. 11 Retirement and Relief. 23-24 Salary of Contract Workers. 26-27
Responsibility. 11 Status. 10 Use of time. 15 Reports. 21-22-23 Resignations. 12, 21 Responsibility of Missionaries to the Board. 11 Retirement and Relief. 23-24 Salary of Contract Workers. 26-27 Salary of Missionaries. 13
Responsibility. 11 Status. 10 Use of time. 12 Reports. 21-22-23 Resignations 12, 21 Responsibility of Missionaries to the Board 11 Retirement and Relief. 23-24 Salary of Contract Workers 26-27 Salary of Missionaries 15 Amount 15
Responsibility 11 Status 16 Use of time 12 Reports 21-22-28 Resignations 12, 21 Responsibility of Missionaries to the Board 11 Retirement and Relief 23-24 Salary of Contract Workers 26-27 Salary of Missionaries 15 Amount 15 Perquisites 15
Responsibility 11 Status 16 Use of time 12 Reports 21-22-23 Resignations 12, 21 Responsibility of Missionaries to the Board 11 Retirement and Relief 23-24 Salary of Contract Workers 26-27 Salary of Missionaries 15 Amount 15 Perquisites 15 Scholarship Reports 25
Responsibility 11 Status 16 Use of time 12 Reports 21-22-28 Resignations 12, 21 Responsibility of Missionaries to the Board 11 Retirement and Relief 23-24 Salary of Contract Workers 26-27 Salary of Missionaries 15 Amount 15 Perquisites 15

	PAGE
Specials; Reports of	22-23
Bible women	. 23
Day schools	. 23
Scholarships	. 22
Statistical Reports	. 21
Statistical Reports	$\overline{25}$
Status of One-Year Contract Workers	$\frac{1}{27}$
Status of Workers in Union Institutions	$\frac{1}{34}$
Study, Furlough	. 20
Study, Provisions for	
Subsidies, Government	. 31
Time Use of	. 12
Time, Use of	. 26
Travel of Missionaries	15-16
Baggage allowance	. 16
Clergy permits.	. 14
Expense reports	. 14
General regulations.	14
Pagaparta	. 15
Passports	. 34
Union Work	. 34
Canapal polices	. 34
General policy	34
Service on Boards of Control.	
Unused Appropriations and Balances	
Use of Time	. 13
Vacations, Contract Workers	. 26
Vacations, Missionaries	. 19
Withdrawals	
Work, Forms of	8-9-10
Workers under Contract for Five or Three Years25	-26-27
Appointment	
Board	. 26
Cancellation of Contract	. 26
How employed	. 25
Medical Allowances	. 26
Status and obligation	. 25
Travel	. 26
Workers under Contract for One Year	27-28
Board	
Clergy rates	
Qualifications	
Status	
Travel	. 27









